

Personnel & Document Security Division

USDA/DA/OPPM/PDSD

FALL NEWSLETTER

ELEVENTH EDITION

5 STEPS TO COMPLETE YOUR SF86 IN e-QIP ...

1 Once you have been notified that you have access, carefully review the instructions provided to you. Login by entering your social security number, and answering the three "Golden" questions.

2 "Enter Your Data" from the main menu screen. After reading all instructions, you can now begin entering your personal data.

3 In order to ensure the completeness of your data, a validation routine will run after each page is submitted. The validation routine will point out any errors and provided detailed instructions on how to satisfy each incorrect or missing item.

4 Select the "Display Your Data" link from the main menu. After a final review of your data, select the "Certify/Submit" button to finish your form.

5 On the last screen of your SF-86, make sure to print a copy for your records and print and sign each form that has a blank for your signature. Only after you have printed and signed the appropriate signature pages, should you click on the final link entitled, "Release Request/Transmit to Agency."

Homeland Security Presidential Directive-12 (HSPD-12)

Homeland Security Presidential Directive-12 (HSPD-12), "Policy for a Common Identification Standard for Federal Employees and Contractors", became effective October 27, 2005. In a nutshell, HSPD-12 requirements improve homeland security by confirming individual identity before issuing access badges (Personal Identity Verification (PIV) ID Badges). The PIV ID Badges will be compatible government-wide, and move us from soft identification (facial pictures) to hard identification (biometrics). By mandating a common identity standard for all Federal government employees and contractors, HSPD-12 ushers in a new era of strong, multi-factor authentication that increases the security of networks, applications, and data.

USDA has a very talented team charged with implementing this directive consisting of members from the Office of Procurement and Property Management (OPPM), the Office of Chief Information Officer (OCIO), Human Resources, Labor Relations, and the National Finance Center (NFC). The team is on track to meet the requirements set forth by the Office of Management and Budget (OMB).

- As noted above, Phase I, known as PIV I, began on October 27, 2005. HSPD-12 includes, but is not limited to, creating a registration process and identity proofing for current employees and contractors who have not had a current background investigation. PIV ID cards will be used to carry the physical and digital components forming the user's PIV credentials.
- Phase II, known as PIV II, is scheduled to be implemented in October 2006.



A National Agency Check with Inquires is the minimum background investigation that must be performed except when the position requires a more in-depth Office of Personnel Management or National Security community background investigation. The Office of Personnel Management expects a surge in background investigations, particularly on federal contractors, as a result of HSPD-12.

The Personnel and Document Security Division's (PDSD) role on the HSPD-12 team is crucial. Marty Brumback, Chief, PDSD, has been instrumental in the creation of a HSPD-12 Departmental Manual, as well as ensuring that the necessary training for the registration process and identity verification that will be done by USDA, meets and exceeds requirements set by the OMB.

You can do your part by having patience as we go through the growing pains that are sure to come with the implementation of this mandatory Presidential directive.

For a more indepth discussion of HSPD-12, turn to page 4 of this newsletter.



in the news

The latest on e-QIP...

We would like to thank all agencies for helping us meet our goal of 100% participation in e-QIP by September 30, 2005. We have entered into the next phase of e-QIP with the availability of Standard Form (SF) 85P for use by some agencies. USDA is one of the first departments that OPM has allowed to begin using the SF - 85P and the decision was based on our outstanding showing with the Standard Form (SF) 86.

PDSD is coordinating with a few agencies to test the SF-85P in e-QIP during the month of October. Our goal is to have the form in use by all USDA agencies by December 31, 2005. Please note all requests for national security positions (SF-86) must be submitted through e-QIP unless a written waiver has been requested and approved by PDSD.

OPM requires that releases must be scanned into e-QIP. If you do not have a scanner, please budget for a scanner in FY06 funds. It is imperative that we have the releases scanned into the e-QIP to ensure that forms are processed in a timely manner and we are using the system properly. All e-QIP questions should be directed to Arviet Thorpe at 202/720-7373.



THANK YOU Tiffany Brooks!

PDSD is both happy and sad to announce that Tiffany Brooks, PDSD Secretary, has accepted a promotion with the USDA Office of the General Counsel. She will be working with Debbie Vita in the OGC Administrative Office. This is a wonderful opportunity for Tiffany and we all wish her well!

ASK Kathy Dillaman

OPM's Associate Director of Investigation's answers questions from Washington Technology on 9/26/05. (<http://www.washingtontechnology.com/>)

Q

How are you doing on reducing the backlog?

At any given time, we have about 400,000 pending investigations. For security clearances, we have 54,000 pending top secret investigations. Of those, 30,000 are more than 120 days old. We have 172,000 pending secret and confidential clearances in process, and of those, 80,000 are more than 120 days old. We are mandated that by the end of 2006, 80 percent of our investigations must be closed within 90 days. We believe we will meet that date.

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Q

What is your greatest challenge in reducing the backlog?

It's a balancing act to make sure I have the resources available for an unpredictable workload. I'm working with the federal agencies to get good projections. In addition, we rely on the cooperation of citizens, record systems in the states and law enforcement agencies.

A

Q

Has there been any impact from Hurricane Katrina?

There has been no increase in demand. But it could complicate the work for people whose records are from that region.

A

Q

Please tell me about your unusual office.

I've been working here since 1977. I started as a clerk and worked my way up. My grandfather used to work in these mines. It's about 250 feet underground. From the surface, you would not see anything. There is nothing above ground except the parking lot. There is no humidity. It's very secure. And no windows – no distractions. Also, paper does not deteriorate in this climate. In my office, I have three walls that are dry wall, and one that is a rock wall. It looks just like the miners left it, with drill marks.

A

IN THE NEXT ISSUE:

UPDATE ON USING E-QIP TO COMPLETE THE SF-85P.

PROPER MAINTENANCE OF SECURITY CONTAINERS



Executive Order 12958, as amended, requires all classified materials be stored in a GSA-approved security container. Below are the general guidelines to follow when you are the custodian of a security container (safe).

All classified materials must be kept in a folder. The folder should be marked at the top and bottom with the classification level of the information it contains. A cover sheet can be used to identify the classification level of the contents.

The folder should be labeled identifying the contents of the folder.

An SF-700 (Security Container Information) must be on file for the container. The top copy shall be affixed to the inside of the container. The bottom copy is stored in another security container of the same or higher classification.



Standard Form 703



Standard Form 704



Standard Form 705

An SF-702 (Security Container Check Sheet) is affixed on top of the container. This form is filled out each time the container is opened and closed. At the end of the day the container should be checked by the last person leaving the office and noted on the form.

A master inventory of all the materials in the container should be kept. This inventory may be stored in the container, or another container, depending on the classification. **Note – Some document titles may also be classified.

If you have any Information Security questions, please contact Diane Dixon, Chief of Information Security, or Karen Maguire, Information Security Specialist, at 202/720-7373.

EMAIL US!

PDSD@usda.gov



Homeland Security President Directive 12 (HSPD-12) was issued on August 27, 2004, by President George W. Bush and mandates the creation of a common identification standard for Federal employees and contractors.

Federal Information Processing Standard (FIPS) 201 was published by the National Institute of Standards and Technology, U.S. Department of Commerce, on February 25, 2005, under the provisions of the Federal Information Security Management Act of 2002. FIPS 201 outlines the implementation of an HSPD-12 compliant program in two phases:

Personal Identity Verification (PIV) I requires the implementation of an identity proofing and registration process consistent with FIPS 201

Personal Identity Verification (PIV) II requires the implementation of technology to support interoperability of PIV ID Badges across the Federal government.

Both HSPD-12 and PIV apply to all USDA employees and contractors requiring long- term access to controlled federal facilities and/or information systems.

PIV I: Policy Overview

PIV I focuses on the registration and identity proofing process aspect of HSPD-12. Department wide roles and procedures have been created and outline in detail in DM 3800-001.

Key Aspects of PIV I:

- PIV I is a process: No new technology is required.
- PIV I is consistent: All Applicants will follow the same process to receive a PIV ID badge.
- PIV I is secure: Separation of roles and responsibilities is enforced. No individual may issue a PIV ID badge without the participation of another authorized individual.

PIV I: Who Is Affected

All new USDA employees and contractors requiring long term access to USDA facilities and/or information systems who begin work at USDA on or after October 27, 2005.

Current employees and contractors, with an existing USDA ID badge will not have to apply for a PIV ID Badge.

If a PIV ID Badge is lost, stolen, or damaged, a replacement ID badge will be issued using the same Form AD-1197, but no new investigation requirements apply under PIV I.



Registration, Identity Proofing, and ID Card Issuance will be documented on Form AD-1197, *Personal Identity Verification (PIV) Request for USDA ID Badge* (see page 5 of this newsletter for an example).

For more details, visit the USDA HSPD-12 website at: <http://hspd12.usda.gov>.

IN THE NEXT ISSUE:

**PERSONNEL & DOCUMENT SECURITY
DIVISION'S GOALS FOR FY06**

Form AD-1197

Personal Identity Verification (PIV) Request for USDA ID Badge

Privacy Notice: Public Laws 95-113 and 93-579 permit collection of the data requested on this form. The information is used to determine suitability for the issuance of USDA credentials. The information will be used to identify proof and register applicants as part of the Personal Identity Verification process. Providing this information is voluntary; however, failure to submit this information may result in denial of a USDA credential.

A. PIV Request & Source Document Confirmation (To be completed by Sponsor)

1. Replacement Card? ☐ No ☐ Yes 1a. Reason for Replacement: _____
2. BI* Application Complete? ☐ Yes (required for new cards only) [*BI* is a generic reference to all investigations for federal employment purposes]

Applicant Information

3. ☐ Contractor/Affiliate ☐ Employee
4. Name: _____ 5. Phone: _____
6. Birthdate (mm/dd/yyyy): ____/____/____ 7. Position: _____
8. Organization: _____
9. Work Address: _____
10. City: _____ 11. State: _____ 12. Zip: _____
13. Email: _____

Sponsor Information

14. Name: _____
15. Organization: _____
16. Phone: _____
17. Email: _____

Identity Source Document 1 (Attach copy)

18. Name: _____ 19. Doc. #: _____
20. Doc Title: _____
21. Issuer: _____
22. Doc. Expiration Date (mm/dd/yyyy): ____/____/____

Identity Source Document 2 (Attach copy)

23. Name: _____ 24. Doc. #: _____
25. Doc Title: _____
26. Issuer: _____
27. Doc. Expiration Date (mm/dd/yyyy): ____/____/____

I agree to sponsor the above application for a PIV credential and certify that the information is accurate to the best of my knowledge.

28. Sponsor Signature: _____

29. Date (mm/dd/yyyy): ____/____/____

B. Issuance Approval (To be completed by Registrar for new cards ONLY, after Section A is completed)

FBI Fingerprint Check/NAC Results

30. Date Completed (mm/dd/yyyy): ____/____/____
31. Successfully adjudicated? ☐ Yes ☐ No
32. Comments: _____

Registrar Information

33. Name: _____
34. Organization: _____
35. Phone: _____
36. Email: _____

37. I hereby certify that the information regarding the above applicant is accurate to the best of my knowledge.

I hereby ☐ approve ☐ do not approve this application for credential issuance.

38. Registrar Signature: _____

39. Date (mm/dd/yyyy): ____/____/____

C. Credential Details (To be completed by Issuer, after Section A [and B, if required] is completed)

40. Name on Credential: _____
41. Credential Identifier: _____
42. Credential Expiration Date (mm/dd/yyyy): ____/____/____

Issuer Information

43. Name: _____
44. Organization: _____
45. Phone: _____
46. Email: _____

I hereby acknowledge issuance of a credential to the applicant identified above based on verification of the applicant's identity and verification of the above Registrar's issuance approval.

47. Issuer Signature: _____

48. Date (mm/dd/yyyy): ____/____/____

D. Applicant Acknowledgement (To be completed by Applicant, after Section C is completed)

I, the Applicant, confirm receipt of the PIV credential identified above and that the information is accurate to the best of my knowledge.

49. Applicant Signature: _____

50. Date: (mm/dd/yyyy): ____/____/____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information is #0505-0022. The time required to complete this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions searching existing data sources, gathering and maintaining the data needed and completing and reviewing the form.

Form No. AD-1197 (Sept. 2005)
OMB Control #0505-0022

CONTACT US!

USDA, PDSD, 1400 Independence Ave, SW, RM S-310, Washington, DC 20250
202/720-7373 (main) 202/720-7708 (fax) <http://www.usda.gov/da/pdsd/>